



CHFS Focus Employee Spotlight: Tom Emberton Jr. to lead DCBS

By Anya Armes Weber

Tom Emberton Jr., has been named new commissioner of the Department for Community Based Services (DCBS). He officially will begin his duties July 1.



Emberton is a U.S. Navy veteran who served from 1987 to 1992, spending his final year as a command training chief. He graduated from Western Kentucky University with a bachelor's degree in general health studies, and has master's degrees in management and health services administration from Troy State University and the University of Evansville, respectively.

Most recently, Emberton served as executive vice president of the North American Resource Group, an oil and gas development company in Glasgow, where he was responsible for compliance and communication. Prior to that, he was director of operations at Kindred Healthcare/Vencor in Owensboro for five years and held positions at Rosewood Healthcare/Vencor and Sunrise Healthcare in Bowling Green.

He also has served in management positions at Kentucky nursing homes and rehabilitation facilities.

Children and Family Services Undersecretary Eugene Foster, Ed.D., calls Emberton a good fit for the DCBS leadership post.

"Commissioner Emberton brings to the job the staff development and management experience necessary to coordinate almost 5,000 employees across the state whose goal is to deliver quality family services every day," he said. "I look forward to working with him on projects like DCBS modernization and refining policy to better serve customers."

Emberton said he is excited to work under Secretary James W. Holsinger Jr., M.D., and the administration of Governor Ernie Fletcher.

His first priority is to "learn the job and learn who I am working with."

"I do plan to travel quite a bit," he said. "I don't intend to operate out of my office. I plan to be visible and accessible to staff."

Emberton promises an "open-door policy" with staff and said his management experience supervising Kindred's nearly 2,000 workers gives him the operational preparation to lead DCBS employees.

Staff shouldn't expect immediate or profuse changes, Emberton said. "Decisions will be made with input and suggestions from everyone. Jointly, we all will contribute."

He's yet to establish specific department goals, but Emberton said he wants to improve upon the department's already strong service foundation. "I want to build upon that so we can make more opportunities.... Our ongoing challenge is to meet our public's needs and fulfill our obligations with our available resources."

Emberton is relocating to Frankfort from Glasgow with his wife Stephanie and their children Ann-Thomas, 9; Thomas, 6; and Catherine, 4. They enjoy traveling and outdoor sports like hunting and fishing. Emberton also enjoys golf, but prefers family hobbies to time on the links.

Emberton succeeds DCBS Commissioner Mike Robinson, who will work on special projects with Foster from July 1 until his retirement Aug. 31.

CHFS Focus Program Spotlight: Division of Facilities Management

Imagine this: You're having your home office enlarged and remodeled. You have to clear everything from the room by noon. You really should have sorted and disposed of unneeded files and boxes, but there's no time now. You want to label everything, but you can't find the labels.

In the midst of moving, you get a call from your mechanic saying your car was accidentally hit by a tow truck. You need to notify your insurance company, but you can't locate your policy or remember if you made the last premium payment.

Then, your builder calls to say that the extension to your office will require cement pilings to reinforce the new weight-bearing wall to meet building codes, and he needs your approval to proceed. You know nothing about building codes or weight-bearing walls. You decide to Google your questions – the problem is, you can't locate your computer.



Now, multiply these problems by several thousand times, apply them over an area the size of Kentucky and you may get an inkling of what the CHFS Division of Facilities Management either does or coordinates for the 390 buildings occupied by the Cabinet.

Headed by Director Lisa Detherage, the division is composed of three branches:

- Facilities Management, DaVida Gyr, manager;
- Fixed Assets, Van Davis, manager; and
- Leased Properties, Robert Wright, manager.

Facilities Management Branch

Facilities Management staff members manage all in-house and capital construction projects and safety functions for the Cabinet.

Two branch staff members recommend and initiate approved in-house construction projects, which must be less than the \$400,000 cost threshold and usually involve repairs, upgrades and maintenance of state facilities. This division also develops the six-year capital plan which is the basis for budget requests involving information technology systems, construction exceeding \$400,000, leases exceeding \$200,000 and single equipment purchases exceeding \$100,000. The 2006-2008 budget request totaled \$115 million for 33 projects across the state.

Staff members then monitor projects, establish accounts and track funds for all capital projects. Currently, 50 open projects are under way throughout the state.

Two safety program officers inspect Cabinet facilities to ensure compliance with regulations for the safety of clients, visitors and staff. They also research new regulatory requirements, offer safety education programs and work with the Finance and Administration Cabinet to develop facility evacuation and other emergency response plans.

Fixed Assets Branch

Fixed Assets Branch staff members manage all Cabinet records, fixed assets (inventoried items), property and vehicles.

Public records are defined by statute as "all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings and other documentary materials ... that are prepared, owned, used, in the possession of or retained by a public agency." For program needs and historical value, the branch helps the Cabinet document, manage, preserve or, when appropriate, destroy public records. More than 54,000 cubic feet of documents are stored at the state Libraries and Archives in Frankfort.

Two branch staff members train CHFS employees on the retention, storage, retrieval and destruction of agency records, and retrieve stored records, usually within 24 hours for requests from the Frankfort area. They also coordinate with other state agencies or contractors to have confidential documents shredded.

The division also trains property officers, manages all aspects of the annual physical inventory and enters inventory information into an inventory database which tracks each item. Currently, there are more than 37,000 items valued at \$147 million in the CHFS inventory.

The Fixed Assets Branch further ensures that the Cabinet has enough insurance to protect all its fixed assets, including leased and owned vehicles; inventories vehicles and submits property and vehicle damage claims to the Department of Insurance; and documents monthly travel mileage for billing.

Leased Properties Branch

Leased Properties Branch staff members design and lease space for the Cabinet and coordinate all moves. This is a collaborative effort among the designers, leased property coordinators, move planner and an eight-member move crew. They work closely with Cabinet information technology and procurement staff to make sure that data and phone lines are in place, equipment is moved and janitorial contracts are in place, if necessary.

CHFS owns 189 buildings. Most (186) are Department for Mental Health and Mental Retardation buildings on 20 properties. Others include a senior citizens center, a daycare and a combination senior citizens/daycare center.

CHFS also leases 213 buildings across the state.

The Leased Properties Branch establishes and tracks leases electronically to make sure payments are made in a timely manner. Two branch staff members document and resolve maintenance issues and monitor new construction and renovation projects to ensure compliance with Cabinet design and program guidelines.

Only 28 employees manage to accomplish all these challenging, diverse tasks.

That home office project sounds like small potatoes now, doesn't it?



Cubicle Etiquette: Be nice to your neighbors

By Pam Fries

Let's face it: Most of us, our children and grandchildren will never work in an office with walls that reach the ceiling, or doors that shut out noise and other distractions. Humans have evolved from a society of cave dwellers to become a nation of cube dwellers. We live in Dilbert land.



As residents of a doorless and virtually wall-less neighborhood, we are often party to or victims of distractions. How many times have you been writing a report due by the end of the day, or talking to an important person on the phone, when a rowdy conversation in the hall or the next cubicle completely obliterates your train of thought? How many times have you been part of the distraction?

To keep peace in your neighborhood, here are some cubicle etiquette tips from Gary M. Smith with the New Orleans Information Technology Center's Research and Technology Park

1. **Prevent distractions.** If possible, arrange your office so you do not have direct eye contact with people passing in the hall. Less eye contact can mean fewer interruptions.
2. **End cubicle conversations gracefully.** Walk toward the entrance of your cubicle when you want to keep an impromptu meeting short. You can say you need to go to the restroom or make a copy. Be creative.
3. **Be courteous.** Do not enter another cubicle unless you are invited. If the cubicle resident does not see you, knock lightly at the entrance and say "Excuse me."
4. **Be courteous of others.** Do not use sign language or whisper to attract the attention of someone who is on the phone or deep in thought. Return later if the person is obviously busy.
5. **No parking.** Do not stand outside a cubicle to conduct a conversation. If you and a group of people are walking past cubicles, speak softly.
6. **Voices carry.** Always use your "library voice" when speaking in or around a cubicle.
7. **Keep the volume down.** Avoid using speakerphones. If you listen to music at work, use headphones.
8. **Make it face-to-face.** Rather than addressing your cubicle neighbor "over the wall," get up and stick your head around the corner. You'll get some exercise and avoid disturbing others.

9. **Privacy, please.** Do not exchange confidential information in a cubicle. Go to a meeting room or take your conversation outside. Whispering just makes your neighbors listen harder.
10. **If you are ill, stay home.** Your neighbors will avoid taking your cold or flu home to their loved ones and appreciate your thoughtfulness.
11. **Keep personal phone calls brief and quiet.** When possible use cell phones outside the office.
12. **Like noise, scents travel, too.** Avoid wearing and applying fragrance at work - your neighbors may have allergies. Avoid eating strong-smelling foods and do not burn candles or use other air scents in your cubicle - they can irritate allergies and cause fires.

According to Smith, a good rule of thumb for cubicle etiquette is: If it bothers you when others do it, avoid doing it yourself. Set a good example for your cube neighbors.

Delius receives national award

On June 7, the Association of Food and Drug Officials (AFDO) presented Guy Delius, assistant director of the Division of Public Health Protection and Safety, with a distinguished national award.



The AFDO is composed of high-ranking food safety and security officials from each state, Puerto Rico, Alaska and other countries such as Mexico and Canada including federal officials from the USDA, FDA and the CDC. AFDO also represents other partners in the food industry such as Kraft Foods, Coca Cola and food retailers such as Kroger Co. just to name a few.

Delius serves as chairperson of the Law and Regulations Committee within the AFDO. The committee tracks proposed state and federal legislation, which impacts food safety and security in the United States and abroad.

Earlier this month at the AFDO annual meeting, Delius was presented with the AFDO President's Award for exceptional performance and outstanding contributions this year.

Delius is working diligently on a national level to keep food safe for everyone. He represents our Cabinet, our state and our country well.

Congratulations, Guy Delius, on this accomplishment!



Practice fireworks safety to prevent injuries July Fourth

Below: State Fire Marshal Al Mitchell addresses reporters at a news conference July 24 to promote fireworks and food safety for the upcoming Fourth of July holiday. With Mitchell are, from left, Kathy Adams and Genia McKee with the Kentucky Injury Prevention and Research Center at the University of Kentucky; Pamela Hendren, food safety specialist, and Tina Webb, child fatality specialist, both with CHFS.



Proper use and supervision are keys to a safe celebration

By CHFS and the State Fire Marshal

Fireworks are an American summertime tradition, especially around the Fourth of July. So are fireworks injuries. Each year, Kentuckians suffer a painful array of fireworks-related injuries: burns, cuts, amputations of fingers and toes, loss of hearing or sight -- sometimes loss of life.

The Cabinet for Health and Family Services and State Fire Marshal's office want to help keep Independence Day celebrations safe by offering tips on the right and wrong ways to use fireworks.

"We want Kentuckians to spend the Fourth of July holiday at the picnic, not the emergency room," said State Fire Marshal Al Mitchell. "The safest way to enjoy fireworks this Fourth of July and to prevent fireworks-related injuries is to leave fireworks displays to the professionals."

The Fire Marshal's office reported 36 fireworks injury incidents in 2004, down from 66 the year before. Injuries ranged from minor abrasions to second- and third-degree burns and eye injuries causing blindness. "We are pleased that the number of reported fireworks-related injuries went down last year," Mitchell said. "We hope Kentuckians continue this trend of practicing fireworks safety."

Most injuries in Kentucky were caused by bottle rockets, firecrackers, aerial bursts and sparklers. Children younger than 5 were injured most frequently by sparklers and bottle rockets.

Cabinet for Health and Family Services Undersecretary for Children and Family Services Eugene Foster, Ed.D., said injuries from fireworks are among the most easily preventable safety risks to children.

"Sober, responsible adult supervision could virtually eliminate fireworks-related injuries to children," he said. "We hope parents and other caregivers will be vigilant this holiday weekend so that no Fourth of July celebrations are spoiled or children hurt by fireworks injuries."

The Kentucky Injury Prevention and Research Center at the University of Kentucky reported that burns account for most fireworks injuries treated at Kentucky hospitals. But, medical personnel also see fireworks-related lacerations, amputations, open wounds and eye injuries.

It's illegal in Kentucky to sell or use fireworks that are shot into the air or those labeled "explosive," "emits flaming pellets," "flaming balls," "firecrackers," "report" or "rocket."

Most fireworks injuries in the United States are caused by skyrockets and firecrackers - illegal in Kentucky - and sparklers.

Kentucky law permits those 16 and older to purchase legal fireworks including ground and hand-held sparkling devices (dipped stick sparklers, cylindrical and cone fountains, illuminating torches, wheels, ground spinners, flitter sparklies), smoke-emitting devices, novelties and trick noise makers.

However, just because it's legal doesn't mean it's safe to use recklessly or, for children, without supervision.

"Sparklers can burn at very high temperatures in excess of 1,800 degrees," Mitchell said. "Even after the sparkler has burned out, the wire can remain hot enough to cause severe burns or ignite clothing and other flammable materials."

Fireworks safety tips

The State Fire Marshal's office offers the following safety tips for using fireworks:

- Choose an outside area away from buildings and clear of dry weeds, grass and other



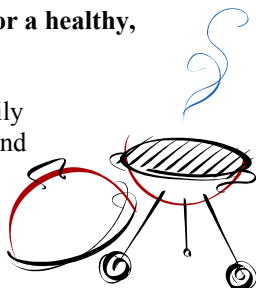


vegetation. Keep a bucket of water nearby for emergencies and for pouring on fireworks that don't go off.

- Never allow young children to use fireworks without close, sober adult supervision. Sparklers, considered by many the ideal "safe" firework for the young, burn at very high temperatures and can easily ignite clothing. Do not allow any running or horseplay with or near fireworks.
- Never light fireworks while standing in a doorway or leaning out of an open window.
- Do not approach or try to relight fireworks that have failed to perform. Douse and soak them with water and throw them away.
- Place all fireworks with fuses on the ground before lighting. Never ignite fireworks in a container, especially a glass or metal container.
- Never allow fireworks to come in contact with clothing or combustible or flammable liquids. Don't throw or kick lit fireworks.
- Do not use or supervise the use of fireworks while under the influence of alcohol or other intoxicants.
- Do not point fireworks at other people.

Follow food safety guidelines for a healthy, tasty Fourth of July holiday

The Cabinet for Health and Family Services wants this to be a safe and healthy Fourth of July weekend for everyone enjoying the wonderful tastes of summer at celebration meals, picnics, potluck dinners or just snacking.



In the summertime, and especially at July Fourth celebrations, many Kentuckians and visitors will be cooking out and handling foods for meals. The Cabinet's Food Safety Branch wants to remind Kentucky cooks of some general food safety tips to help make sure the holiday weekend isn't ruined by a food-borne illness.

Pamela Hendren, Food Safety Branch retail food supervisor, said clean hands, food preparation surfaces and utensils are keys to preventing illness from unsafe food.

"Cross-contamination and food spoilage can happen easily and can lead to some unpleasant, even dangerous illnesses," Hendren said. "That's why it's so important for cooks to be aware of some simple but important food safety rules when preparing meals."

Here are some food safety guidelines to follow to help prevent illness from improperly prepared, cooked or stored foods.

- **Keep hands clean**
Be sure to keep wash before eating or preparing food, after using the restroom, between handling raw and ready-to-eat items, after handling pets and any time hands are dirty. Wash with hot soapy water and dry with paper towels (that kitchen dish towel can become a playground for germs and other microorganism that can cause illness).
- **Clean and sanitize surfaces often**
To sanitize surfaces, use a solution of regular household bleach and warm water. Add about 1 tablespoon of bleach to 2 gallons of water for the right concentration. Sanitize by first washing and rinsing the surface and then immerse, spray or swab with the bleach solution.
- **Separate - don't cross-contaminate**
Separate raw foods from ready-to-eat foods. Use different cutting boards or wash, rinse and sanitize after contact with raw meat, poultry and seafood. Never use the same plate to transport the cooked hamburgers that was used for the raw patties.
- **Handle sliced melon carefully**
Handle all cut melons carefully, including cantaloupe and watermelon. Thoroughly clean the outer surface before slicing and keep work surface and utensils used to prepare melon clean and sanitized. Refrigerate sliced melon promptly at 41 degrees Fahrenheit or lower. Be sure to wash all produce thoroughly before use.
- **Cook food to the proper internal temperature**
(Degrees in Fahrenheit)

Ground Beef	160 F for 15 seconds
Poultry and Stuffed Meats	165 F for 15 seconds
Pork Products	150 F for 15 seconds
Other Foods	140 F for 15 seconds
Reheating Leftovers	165 F for 15 seconds

Always check the internal temperature of cooked foods with a metal-stemmed thermometer and cook another 15 seconds after the thermometer indicates it has reached the proper temperature.

- **Chill, refrigerate or freeze leftovers promptly**
Within two hours cool and maintain leftovers at 41 F or lower or freeze at zero degrees or lower.

"Bacteria can be present in and on most any food as well as on hands and surfaces," said Clyde Bolton, director of the Cabinet's Division of Public Health Protection and Safety. "Practicing basic food safety is essential for any healthy, enjoyable celebration that includes food."



For more information about food safety, contact your local county health department or the state Food Safety Branch at (502) 564-7181.

Wellness Wednesday Lunch and Learn: The 5 A Day program, background and tips

The Lunch and Learn session scheduled for Wednesday, June 29, will feature information on the 5 A Day program. The session begins at noon in the CHR Building cafeteria.



Wednesday's Lunch and Learn session will focus on the background of the 5 A Day program and its benefits. The Lunch and Learn featured speakers will be Emma Walters and Elizabeth Fiehler from the Department for Public Health. The session will include helpful tips on measuring and calculating servings of fruits and vegetables.

The Cabinet's wellness committee is sponsoring Lunch and Learn.

Survey planned for Web site improvement

Efforts continue to strengthen and enhance the Cabinet's Internet site. As part of ongoing quality improvement, beginning June 28 Cabinet leadership will participate in a survey to evaluate the Web site's effectiveness.



During the survey process, staff may be asked for opinions, recommendations and other input. Deputy Secretary Delanor Manson encourages CHFS staff who are consulted to be as forthright as possible in their responses.

"It's important to know what the people who use our Web site - employees and the public in particular - think about this communication tool," Manson said. "Our aim is to make the site as informative, accurate, consistent, attractive and functional as possible. The best way to know if we're achieving that goal is through the input of site users."

Results of the leadership survey will be available July 15. Information from the survey and other evaluation methods, including focus groups, will be used to guide the Cabinet's Internet continuous improvement plan.

CHFS Health Tip of the Week: Have a headache? You're not alone

By Anne Parr, R.N.



Millions of Americans see their doctors each year because of a headache. Although headaches can be very uncomfortable, even temporarily disabling, most are not a symptom of serious illness.

To avoid headaches, employ good health habits such as getting adequate sleep, eating a healthy diet, exercising regularly and managing stress effectively. In addition, quitting smoking can greatly reduce headache risk.

The vast majority of headaches are not medically serious and most can be controlled with medications. Consult a physician if headaches are frequent or severe because, if treated correctly, more than 85 percent of headaches respond to treatment.

For more information about headaches, visit <http://www.ninds.nih.gov/disorders/headache/headache.htm>.

Employee Enrichment

By Anya Armes Weber



Employee Enrichment is a weekly feature for CHFS staff. These tips for making work better focus on team building, customer service and personal development.

Working with "know-it-alls" isn't much fun. They'll loudly second-guess coworkers' judgments, rant about management decisions and offer an expert opinion on every topic.

Joyce LeMay, a human resource programs expert at Saint Paul College in Minnesota, says the first step to coping with a know-it-all is to understand the motivation for such behavior. Some reasons may be personality issues, a craving for attention or low self-esteem.

LeMay says you can help reassure know-it-alls by drawing on their strengths. Find out what they are good at and ask for help in those areas, she says. If they are regularly asked to share their knowledge, they may not feel the need to share their opinions constantly. In a less abrasive working environment, staff can be more productive.